

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

Introduction

Welcome to the Barts Health NHS Trust Publication Scheme. This Scheme has been developed in accordance with the requirements of the Freedom of Information Act 2000, Part 1 Paragraph 19. The Scheme is based upon the Health Bodies (England) model publication scheme produced by the Information Commissioner's Office (ICO). This model and other guidance can be found on their website (<http://www.ico.org.uk>)

The Freedom of Information (FOI) Act was implemented from 1st January 2005 and gives people the right to access information held by the Trust. Barts Health NHS Trust has produced a Publication Scheme which is a guide to the information routinely published by the Trust.

The aim of this Publication Scheme is to explain what information the Trust makes available to the public and, wherever possible, to provide an easy method of accessing this information (mostly via the Trust's website www.bartshealth.nhs.uk).

Under the Freedom of Information Act 2000 every public authority has a duty to specify what information they publish (in terms of information "classes"), how the information is made available and whether it is provided free of charge or upon payment*. If you require information that is not available in this Publication scheme, or if you require a hard copy of any documentation, then please contact the Freedom of Information Office on foi@bartshealth.nhs.uk or write to:

Freedom of Information,
C/o Archives and Records Office,
Barts Health NHS Trust,
Lower Ground Floor,
9 Prescott Street,
Aldgate,
London,
E1 8PR

(* Information would normally be supplied without charge; however, in instances where payment is required, this would be advised before documentation is dispatched)

Our Publication Scheme is divided into 7 high level classes of information

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

We are not required to make information routinely available when

- The information is not held
- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act 1998 and common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this we have appointed someone who is known as a Caldicott Guardian and who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. In this Trust our Caldicott Guardian is

Dr Steve Ryan
Medical Director
Barts Health NHS Trust
Trust Headquarters
Aneurin Bevan House
81 Commercial Road
London E1 1RD

Right of access to personal information

Under the Data Protection Act 1998 and the Access to Health Records Act 1990 you are entitled to access your clinical records or any other personal information held about you. In the first instance you should contact the Access to Health Records Officer at the hospital where you have received treatment, who will advise you of the application processes and, where applicable, of fees payable

For further information on how to obtain a copy of your information, please contact:

St Bartholomew's, The Royal London, The London Chest and Mile End hospitals
Information Co-ordinator's Office
Health Records
The Royal London Hospital
Tel: 020 359 46746 / 47
Fax: 020 7377 7027

Newham University Hospital
Governance Standards Support
Tel: 020 7363 3328
Fax: 020 7363 8299

Whipps Cross University Hospital
The Access Officer
Tel: 020 8539 5522 (ext 5198, 5197, 5667 or 6585)
Fax: 020 8535 6487

Full information on how to request a copy of your medical record is available on our website at

<http://www.bartshealth.nhs.uk/your-visit/advice-and-support/your-health-record/>

Feedback

This Publication Scheme will be subject to regular review and is expected to be re-formatted in 2014 to take account of revised guidance expected from the Information Commissioners' Office

Any questions about this scheme should be addressed to the Trust's Freedom of Information Office at:

Email: foi@bartshealth.nhs.uk

Freedom of Information,
C/o Archives and Records Office,
Lower Ground Floor,
9 Prescott Street,
Aldgate,
London
E1 8PR

Within its "Freedom of Information Policy" the Trust has set out how it will handle its obligations under the Freedom of Information Act 2000. If you have a complaint about the operation of the Publication Scheme, or how the Trust has dealt with your request for information, this should be sent to:

Head of Information Governance,
Freedom of Information
C/o Archives and Records Office
9 Prescott Street,
Aldgate,
London
E1 8PR

The Trust's Head of Information Governance will ensure that your complaint is handled in accordance with the Trust's Freedom of Information Complaints Procedures.

SECTION 1

WHO WE ARE AND WHAT WE DO

1.1 How we fit into the NHS structure

The Department of Health has ultimate responsibility for the provision of healthcare within the United Kingdom. The responsibilities between key organisations within the NHS changed significantly on 1st April 2013 to reflect the implementation of the Health & Social Care Act 2012 and details of the new structures may be accessed via the Department of Health's website link:

<https://www.gov.uk/government/publications/the-health-and-care-system-explained/the-health-and-care-system-explained>

1.2 An overview of the Trust

Barts Health NHS Trust was established on 1st April 2012. The Trust is established by Statute (Statutory Instrument 2012 No.796) and it was established following the merger of the former Barts and the London NHS Trust with Newham University Hospital NHS Trust and Whipps Cross University Hospital NHS Trust.

Barts Health NHS Trust is the largest NHS Trust in the UK and one of Britain's largest healthcare providers. It is an acute trust, serving a population of over a million in east London, with a workforce of over 15,000 staff and a turnover of around £1.25 billion. The Trust's administrative headquarters is located at Aneurin Bevan House, 81 Commercial Road, London E1 1RD and its clinical services are provided at six local hospital sites

St Bartholomew's Hospital
West Smithfield
London E1 1BB

The London Chest Hospital
Bonner Road,
Bethnal Green
London E2 9JX

Newham University Hospital
Glen Road
Plaistow
London E13 8SL

Mile End Hospital,
Bancroft Road
London E1 4DG

The Royal London Hospital
Whitechapel
London E1 1BB

Whipps Cross University Hospital
Whipps Cross Road
Leytonstone
London E11 1NR

The Trust also provides a range of clinical services at a number of community locations, including Forest Medical Centre, the Barkantine Centre and the Barking Birthing Unit. The majority of our corporate services are based either at Aneurin Bevan House (as above), at 9 Prescott Street, Aldgate, London E1 8PR or in John Harrison House adjacent to the Royal London Hospital, London E1 1BB

All enquiries about hospital services may be directed via the Trust's main switchboard on 020 3416 5000

Further information can be found on our website at the following links:

Information	Format	Charge
Our merger journey	Online http://www.bartshealth.nhs.uk/about-us/our-background/	Free (online)
Our values	Online http://www.bartshealth.nhs.uk/about-us/our-values/	Free (online)
Our vision, values and behaviours	Online http://www.bartshealth.nhs.uk/about-us/our-vision/	Free (online)

1.3 Organisational structure

The Trust is managed by a Board comprising of executive and non-executive directors. The Board meets every month in public, on locations across the Trust

The Trust Board comprises of a Chairman, Sir Stephen O'Brien, seven Non-Executive Directors and five Executive (voting) directors. Other Executive Directors will also attend Board meetings.

The Trust Board is supported by a number of sub-committees including the

Audit and Risk Committee, the Quality Assurance Committee, the Finance and Investment Committee, the Public Health and Equalities Committee, the Nominations Committee and the Remuneration Committee

The Trust Board is also supported by the Trust's Management Executive Board, led by the Chief Executive Officer and comprising all of the Executive Directors and CAG Directors.

The Trust's clinical services are organised into Clinical Academic Groups (CAGs) each lead by a Group Director, a Director of Nursing and Governance, an Operations Director and a Director of Education and Research. There are currently six CAGs and nine Corporate directorates.

Further information can be found on our website at the following links:

Information	Format	Charge
Organisational Design	This document is currently being revised, and will be uploaded shortly onto our website	Free (online)
Details of the Trust Board	Online http://www.bartshealth.nhs.uk/about-us/our-board/board-members/	Free (online)
Responsibilities of the Trust Board	Online http://www.bartshealth.nhs.uk/about-us/our-board/ and http://www.bartshealth.nhs.uk/media/13811/120410_trust_board_tor.pdf for the Trust Board Terms of Reference.	Free (online)
Responsibilities of the Trust Management Board	Online http://www.bartshealth.nhs.uk/media/13861/120424%20Trust%20Management%20Board%20ToR.pdf	Free (online)
Financial Transparency	Online http://www.bartshealth.nhs.uk/about-us/our-governance/financial-transparency/	Free (online)
Standing Orders, Standing Financial Instructions and Reservation and	Online http://www.bartshealth.nhs.uk/media/13653/120402%20Standing%20orders,%20reservation%20and%20delegation%20of%20powers%20and%20standing%20financial%20instructions.pdf	Free (online)

Delegation of Powers		
Standards of Business Conduct / Declaration of Interests	<p>Online http://www.bartshealth.nhs.uk/media/13650/120402%20Standards%20of%20business%20conduct.pdf</p> <p>Declarations of Interests will be published in the first Barts Health NHS Trust Annual Report.</p>	Free

1.4 Organisations with whom the Trust works in partnership

The Trust is proud to be a member of the UCL Partners Academic Health Science and Partnership. UCL Partners is one of five accredited academic health science systems in the UK whose purpose is to translate cutting edge research and innovation into measurable health gain for our patients and population in London, across the UK and globally. Further information can be accessed via its website <http://www.uclpartners.com>

The Trust also has close links with the following academic institutions:

Information	Format	Charge
Barts and The London Queen Mary School of Medicine and Dentistry	Online http://www.smd.qmul.ac.uk	Free (online)
Queen Mary University of London	Online www.qmul.ac.uk	Free (online)
St Bartholomew School of Nursing and Midwifery, City University	Online http://www.city.ac.uk/sonm	Free (online)
City University	Online http://www.city.ac.uk	Free (online)
South Bank University	Online http://www.lsbu.ac.uk	Free (online)
University of East London	Online http://www.uel.ac.uk	Free (online)

The Trust also works in partnership with other healthcare providers to deliver the NHS agenda. We have strong working relationships with a wide range of partners from local acute and mental health trusts, with local authorities, and specialist

centres and patient groups. These working relationships are integral to our success in delivering first rate services.

The major commissioners of our services are Tower Hamlets Clinical Commissioning Group (CGC), Newham CGC, Waltham Forest CGC, Redbridge CGC, West Essex CGC and City and Hackney CGC. These Groups commission all of the range of clinical services that the Trust provides, and we obtain some 78% of our income from them.

Other key working relationships include our Private Finance Initiative (PFI) Partners:

The Barts Health new hospitals project is replacing many of our ageing buildings at St Bartholomew's (Barts) and The Royal London with state-of-the-art health care facilities to rival the best in Europe. Work is taking place in three phases at each hospital.

The first phase at The Royal London, our new 17-storey hospital, opened in March 2012. The second phase is underway, with the refurbishment of Alexandra Wing.

The first phase at Barts, one of Europe's most advanced cancer centres, opened in March 2010. Construction has started on the second phase, a cardiac centre of excellence due for completion in 2014.

The delivery of the new hospitals is the joint responsibility of Barts Health NHS Trust and Capital Hospitals, a consortium of the project's shareholders: Innisfree, Skanska Infrastructure Development and Dutch Infrastructure Fund, some of the biggest and most experienced names in the delivery of acute hospital developments.

The contract with Capital Hospitals started back in April 2006. The consortium raised the £1 billion of finance needed to fund the project, has responsibility for the construction of the new hospitals and is providing facilities management services, both during this interim phase for the existing estate and once the new hospitals become available; a contract that runs for 42 years in total.

The programme is being paid for using the private finance initiative (PFI). Under the PFI, the Trust continues to be responsible for the delivery of all healthcare services to patients, while Capital Hospitals designs, builds or refurbishes, and maintains the buildings.

The consortium shareholders have an excellent track record in delivering healthcare schemes procured through public private partnerships, as well as many other public infrastructure projects.

Further information regarding the above mentioned PFI scheme can be found on the legacy website of the former Barts and The London NHS Trust which is accessible via the UK Web Archive :

<http://www.webarchive.org.uk/wayback/archive/20121003093729/http://www.bartsandthelondon.nhs.uk/>

Newham University Hospital NHS Trust signed a £34.9m PFI scheme in January 2004. The scheme provides two new buildings joined onto the existing Newham University Hospital NHS Trust which are known as Health Central and St Andrew's Wing. The PFI partner is a consortium comprising Equion Ltd (finance), ISS Mediclean (Facilities Management Services) and Laing O'Rourke (building contractors). The contract term is 35 years from the date of signing and involves the transfer of soft Facilities Management Services from the Trust to ISS Mediclean. This arrangements affects Catering, Portering, Domestic, Post, Waste Management, Pest Control, Linen & Laundry and Car Parking Services.

Whipps Cross University Hospital works closely with Healthcare Initial who provide domestic and portering services.

The Trust also works closely with Barts Charity, Registered Charity No 212563 (formerly known as The Barts and The London Charity). This is an independent charity, governed by a highly qualified board of trustees and advisors. The Charity is dedicated to supporting the patients treated at Barts Health NHS Trust. Further information may be accessed via its website: <http://www.bartscharity.org.uk/>

1.5 Location and contact details for all public-facing departments

Clinical Services provided by the Trust and contact details

Although the full range of clinical services provided at each hospital within the Trust will ultimately be published on our website, this area of the website is currently under construction.

<http://www.bartshealth.nhs.uk/our-services/>

Alternatively if you need to speak to staff at any of the hospital, they can be accessed via our main switchboard: 020 3416 5000

Communications with the Press and the Media

The Trust's Press and Communications Team is responsible for the management of external and internal communications across the Trust.

They co-ordinate news and events, and the publication of press releases

The Team may be contacted on communications@bartshealth.nhs.uk or via their website link <http://www.bartshealth.nhs.uk/media/>

Patient Experience Team

The Trust welcomes comments, compliments and suggestions as to how its service might be improved. All of our hospitals have trained teams of PALS advisers to help members of the public, to give advice, or to assist those who wish to complain about any aspect of the care they have received. Further information can be found on our website at <http://www.bartshealth.nhs.uk/get-involved/provide-a-compliment,-comment-or-concern/>

The Trust is currently calling for volunteers of all ages and backgrounds to join our Patient and Public Forum, and full details may be found on our website <http://www.bartshealth.nhs.uk/get-involved/patient-and-public-forum/>

The Patient experience Team can be contacted at Patientexperience@bartshealth.nhs.uk
Please see section 7.5 for further contact information

Recruitment

Vacancies are advertised on the NHS Jobs website at <http://www.jobs.nhs.uk>
The site is fully searchable and you can find posts by searching for Barts Health NHS trust by name.

There is also guidance on the Trust's own website at <http://www.bartshealth.nhs.uk/work-for-us/>

Some posts are also advertised in the most relevant national press and specialist journals.

SECTION 2

WHAT WE SPEND AND HOW WE SPEND IT

2.1 Annual Statement of Accounts

Copies of previous Annual Reports and Accounts and Quality Accounts of the legacy trusts may be accessed via our website at

<http://www.bartshealth.nhs.uk/about-us/our-governance/annual-reports/>

2.2. Budget and variance reports

The Trust's financial plan for 2012/13 (i.e. its first year of operation) is included within the Full Business Case for Merger which may be accessed via

<http://www.bartshealth.nhs.uk/media/75021/Merger-Full-Business-Case-021211-FINAL.pdf>

The Trust presents a detailed finance report at each Board meeting in public. Papers for these meetings are posted on the Trust's website in advance of each meeting.

<http://www.bartshealth.nhs.uk/about-us/our-board/board-papers>

Hard copies of these reports may be accessed as in 2.1 above

Monthly details of single items of expenditure in excess of £25,000 are also published on the Trust's website and can be accessed via

<http://www.bartshealth.nhs.uk/about-us/our-governance/financial-transparency/>

2.3 Financial Audit Reports

The Trust's external auditors are Grant Thornton. They will have responsibility for the audit of the 2012-13 financial accounts and will review the Trust's financial and risk management systems annually. The findings of the Auditors will be published in their Annual Management Letter of Representation, which will be included in the Trust Board agenda papers in the autumn. Copies of Annual Accounts and Management Letters of Representation for the three legacy trusts in 2011-12 may be accessed via the Trust Board papers, or hard copies obtained as set out in 2.1 above

2.4 Standing Financial Instructions

The Trust Board approves the levels of authority for spending. These limits are described in the Standing Financial Instructions (SFIs). This information can be accessed via

<http://www.bartshealth.nhs.uk/media/13653/120402%20Standing%20orders.%20reservation%20and%20delegation%20of%20powers%20and%20standing%20financial%20instructions.pdf>

Hard copies can be obtained as set out in 2.1 above

2.5 Capital Programme

The Trust has an agreed annual capital expenditure limit (to include expenditure on the fabric of the estate and major items of equipment (both new and replacement)). This programme is approved annually by the Board early in the new financial year, and the Capital Programme will be available as a Trust Board paper at the following link:

<http://www.bartshealth.nhs.uk/about-us/our-board/board-papers/>

2.6 Staff and Board members allowances and expenses

The Trust reimburses all employees in accordance with national guidance. Details of the Trust Director's salaries and allowances are published annually in its Annual Report.

Details of allowances and expenses may be accessed via

<http://www.bartshealth.nhs.uk/about-us/our-governance/financial-transparency/expenses/>

2.7 Staff pay and grading structures

For all employees except Executive Directors, the Trust has adopted national pay and grading frameworks. On-line information about the National Agenda for Change system together with national pay scales for Medical and Dental staff are available on <http://dh.gov.uk/en/index.htm>

Directors remuneration is set by the Trust's Remuneration Committee. Summarised details of directors pay will be published in the Trusts 2012-13 Annual Report.

The Trust's payroll function is outsourced and managed by the North East London Pay Consortium

2.8 Funding (including endowment funds)

The Trust receives almost all of its funds as income from its commissioners. The Trust and its commissioners agree an annual programme of services for their local populations, and progress against delivery is monitored via an annual service level

agreement. Funds are separated into capital funds (see 2.5) and revenue funds which are used to pay for the day to day running of the Trust.

Other sources of income would include:

1. Private and Overseas Patient income and
2. Staff training and education funds

Charitable Funds/Endowment Income are administered separately from other revenue and capital funds. Barts Charity is an independent charity, governed by a highly qualified board of trustees and advisors. The Charity is dedicated to supporting the patients treated at Barts Health NHS Trust. Further information is available on their website at the following link: <http://www.bartscharity.org.uk>

The Annual Accounts of Barts Charity may be accessed via <http://www.bartscharity.org.uk/Page/About>

Copies of the Annual Accounts of the Charitable Funds of the legacy trusts for 2011-12 and 2010-11 may be obtained by application to the FOI Office at FOI@bartshealth.nhs.uk

2.9 Procurement and tendering processes

The Trust has a central procurement function which has been established to ensure that the Trust

- Achieves best practice quality standards and
- Maximises economic efficiency

The Trust tenders for goods and services in accordance with the Trust's Standing Orders and Standing Financial Instructions (See 2.4 above)

Standard terms and Conditions of contract

Unless otherwise stated the Trust complies with NHS Conditions of Contract which are available via the Department of Health at <https://www.gov.uk/government/organisations/department-of-health/about/procurement>

or the Government Procurement Service <http://gps.cabinetoffice.gov.uk/about-government-procurement-service/buying-solutions>

OJEU (Official Journal of the European Union) Advertisements

In line with EU Procurement Directives, the Trust is required to advertise all activities expected to exceed the current financial threshold for Supplies and Services by placing a Contract Notice in the Supplement to the official Journal of the European

Union (OJEU). Details of these advertisements and the threshold can be found at www.ojeu.com

Details of contracts that are being tendered by the Trust and that are within the appropriate thresholds can be found by logging onto the <http://ted.europa.eu> website.

2.10 Contracts currently being tendered

Details of all contracts currently being tendered by the Trust can be obtained from:

The Director of Procurement and e-Commerce
Barts Health NHS Trust
9 Prescott Street
Aldgate
London
E1 8PR

Details of contracts awarded and their value can also be obtained from the Director of Procurement and e-Commerce at the above address.

SECTION 3 **WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING?**

3.1 Strategies and Plans

The items that the Trust will publish under this category include

- Barts Health Vision and Values
- Trust Annual Plan and Objectives

- Annual Report

The Trust's Business Plan for 2012-13 is incorporated within the Full Business Case for merger

<http://www.bartshealth.nhs.uk/media/75021/Merger-Full-Business-Case-021211-FINAL.pdf>

Our Corporate Objectives for 2012-13 may be accessed via

<http://www.bartshealth.nhs.uk/about-us/our-board/board-papers/>

In 2013-14 the Trust is also preparing to publish a number of major strategy documents, including its Clinical Strategy, Estates Strategy, Procurement Strategy and IT Strategy. All of these documents will be published on the Trust's website as and when they become available.

3.2 Performance Against targets/Performance Framework

Monthly performance reports are presented to the Trust Board and can be accessed via <http://www.bartshealth.nhs.uk/about-us/our-board/board-papers/>

Hard copies of these documents can be accessed as in 2.1 above

3.3 Quality Governance

The Trust's Medical Director and Chief Nurse share executive responsibility for quality governance within an integrated governance framework which supports clinical activity in our hospitals. Monthly reports are included in the Trust Board papers, and reported to the Trust's Quality Assurance Committee

Further information is available at the following links:

Information	Format	Charge
Details on Quality Governance	Online http://www.bartshealth.nhs.uk/about-us/clinical-quality-and-patient-safety/	Free (online)
Quality Accounts	Online http://www.bartshealth.nhs.uk/about-us/our-governance/annual-reports/	Free (online)
A&E Clinical Quality Indicators	Online http://www.bartshealth.nhs.uk/about-us/clinical-quality-and-patient-safety/ae-quality-indicators/	Free (online)

Risk Management Strategy and Policy	Online: http://www.bartshealth.nhs.uk/media/13647/120402%20Risk%20management%20strategy%20and%20policy.pdf	Free
Details of clinical audit and effectiveness annual report	Available in the Quality Account Online http://www.bartshealth.nhs.uk/about-us/our-governance/annual-reports/	Free (online)
Audit and Risk Committee Terms of Reference	Online: http://www.bartshealth.nhs.uk/media/13843/120410_audit_and_risk_committee_tor.pdf	Free (online)
Annual Audit Letters 2011/2012	Online http://www.bartshealth.nhs.uk/about-us/our-governance/annual-reports/	Free (online)
Annual Reports and Accounts from the legacy trusts	Online http://www.bartshealth.nhs.uk/about-us/our-governance/annual-reports/	Annual Reports and Accounts from the legacy trusts

Internal audit: The Trust's internal auditors are the London Audit Consortium. They carry out reviews of the Trust's risk management and internal control systems, including financial systems, IT systems and clinical and corporate governance systems. Their findings are reported to the Audit Committee, with summary reports presented to the Trust Board.

Inspections and reviews:

The Care Quality Commission checks all hospital in England to ensure that they are meeting national standards. Findings from visits, reports and inspections are published on the Commission's website at the link below

Information	Format	Charge
Clinical Quality, including Standards for	Online http://www.bartshealth.	Free (online)

Better Health	nhs.uk/about-us/clinical-quality-and-patient-safety/	
Care Quality Commission – Annual Health Check: report	Online http://www.cqc.org.uk/	Free (online)
Care Quality Commission – Certificate of Registration	Online http://www.bartshealth.nhs.uk/media/13595/120711%20Certificate%20of%20Registration.pdf	Free (online)
Statement of Purpose	Online http://www.bartshealth.nhs.uk/media/13598/1208%20Statement%20of%20Purpose.pdf	Free (online)

Service User Surveys

Feedback from users on the Trust's services may be accessed via

- (a) The Dr Foster Good Hospital Guide (<http://www.drfoosterhealth.co.uk>)
- (b) National Patient Surveys run by the Care Quality Commission. Findings from these surveys (which include feedback from in-patients, out-patients and people using maternity services) be accessed via the Commission's website (<http://www.cqc.org.uk/>)

The Trust also participates in the National Staff Survey. The findings of this survey may also be accessed via the Commission's website (<http://www.cqc.org.uk>)

National survey results are reported to the Board, and, should any remedial action be required, the improvement plans will be published in the Board papers.

SECTION 4 **HOW WE MAKE DECISIONS**

4.1 Decisions of the Trust Board

Decisions of the Trust Board are recorded in the minutes of the Trust Board. The Board agendas, supporting papers and minutes from April 2012 onwards may be accessed via the Trust's website

<http://www.bartshealth.nhs.uk/about-us/our-board/board-papers/>

Requests for copies of Board papers from legacy organisations should be directed as in Paragraph 2.1 above

4.2 Patient and Public Involvement Strategy

The Trust is currently inviting members to serve on its Patient and Public Forum and details of this may be accessed via its website

<http://www.bartshealth.nhs.uk/get-involved/patient-and-public-forum/>

4.3 Public Consultations

The Trust abides by Section 242 of the Consolidated NHS Act 2006 to undertake appropriate public consultation for movements or changes to services. The Trust would also seek the views of the relevant local authority Overview and Scrutiny Committees in relation to this activity. When the Trust undertakes public consultations, all documents relating to the consultation will be published on the Trust's internet and hard copies made available to all sections of the local community

Foundation Trust (FT) Consultation Document

The Trust's target date for FT authorisation is April 2016. The first stage of FT development includes public consultation, and we would envisage this stage commencing in October 2013 at the earliest. In addition, an Integrated Business Plan will be published at the end of the year (possibly in October 2013) and this will be subject to multiple stakeholder iterations. The final document will be made publicly available at some point prior to March 2015 following this process.

Internal Communications

Internal communications guidance and criteria used for decision making, i.e. process systems and key personnel.

Further information is available in the following links:

Information	Format	Charge
Barts Health Organisational Structure	Online This document is currently being revised, and will be uploaded shortly onto our website	Free (online)
Details of the Trust	Online	Free (online)

Board	http://www.bartshealth.nhs.uk/about-us/our-board/board-members/	
Trust Board Committees terms of reference	Online http://www.bartshealth.nhs.uk/about-us/our-board/board-committees/	Free (online)
Details of the Trust Management Board	Online http://www.bartshealth.nhs.uk/media/13861/120424%20Trust%20Management%20Board%20ToR.pdf	Free (online)

SECTION 5 OUR POLICIES AND PROCEDURES

The Trust has a wide range of policies and procedures in place. These include

5.1 Policies relating to the conduct of business and the provision of services

- Standing Orders and Standing Financial Instructions (See 2.4 above)

- Key Trust Policies may be accessed via:
<http://www.bartshealth.nhs.uk/about-us/our-governance/key-policies/>

5.2 Policies and procedures relating to human resources (including Race, Disability, Age and Gender, equal opportunities, recruitment and employment)

- The Trust has set its Equality Objectives for 2012-16 and these may be viewed at:
<http://www.bartshealth.nhs.uk/media/82445/BH%20Equality%20Objectives%202012%20to%202013.pdf>
- These objectives are supported by specific policy documents, hard copies of which may be accessed as in 2.1 above. Electronic copies of key policy documents may be accessed via :
<http://www.bartshealth.nhs.uk/about-us/our-governance/key-policies>

5.3 Standing Financial Procedures

These are contained within the Trust's Standing Orders and Standing Financial Instructions (See section 2.4 above)

5.4 Complaints and other customer services policies or procedures

Trained staff are available on all of our hospital sites to support those who wish to make suggestions, or who wish to complain. Written suggestions should be sent to patientexperience@bartshealth.nhs.uk

5.5 Data Protection/Information Governance/Caldicott Guardian

The Trust has a range of policies in place to ensure compliance with both NHS policies and procedures and with national legislation

Copies of Individual Information Governance Policies and Data Protection Policies may be obtained on request to foi@bartshealth.nhs.uk

Procedures for accessing health records and personal information may be accessed via the Trusts website
<http://www.bartshealth.nhs.uk/your-visit/advice-and-support/your-health-record/>

5.6 Estate Management

Barts Health NHS Trust is in the process of agreeing the strategy for its estate and this is expected to be considered by the Trust Board imminently.

The Trust is required to adhere to the NHS Estates Code when acquiring or selling property and this may be accessed via the Department of Health's website. All annual hospital estates and facilities statistics are published, as reported by the NHS under the Estates Return Information Collection (ERIC) returns and may be accessed via the Department of Health website

<https://www.gov.uk/government/publications/hospital-estates-and-facilities-statistics-2010-11>

5.7 Charging Regimes and Policies

Charging regimes in place within Barts Health NHS Trust include

- Information Disclosure Guidelines (on request to foi@bartshealth.nhs.uk)
- Freedom of Information: Re-use of Trust (on request to foi@bartshealth.nhs.uk)
- Health Records Request. Details on accessing health records and other personal information are available on the Trust's website: <http://www.bartshealth.nhs.uk/your-visit/advice-and-support/your-health-record/>
- Trust Archive Charging Policy (accessible as above)

SECTION 6 LISTS AND REGISTERS

6.1 Information that we are currently legally required to hold in publicly available registers

This is as follows:

Global NHS Estates Data: online information about NHS Estates can be found on the Department of Health website (<http://dh.gov.uk/en/index.htm>)

Estates Return Information Collection (ERIC) also contains data about the use of the Trust's estate. (See section 5.6 above)

Capital Asset register: extracts from this Register are available on request from either the FOI Office (foi@bartshealth.nhs.uk) or from the Barts Health Finance Directorate at 2nd floor, 9 Prescott Street, Aldgate, London E1 8PR. (Whilst these would normally be provided free of charge a charge might be levied for multiple copies)

Remuneration report, including details of Directors salaries. These can be accessed via the Trust's Annual Report.

Archive catalogues: Information about the Trust's archives including links to some on-line catalogues may be accessed via contacting the Trust Archivist at RLH.Archives@bartshealth.nhs.uk

6.2 List of main contractors and suppliers

A list of the top 20 contractors/suppliers, based on the amount spent by the Trust, is being developed. Until this is completed and published, inquiries should be directed to the FOI office (foi@bartshealth.nhs.uk)

6.3 Asset registers and Information Asset register

Information from our Capital asset register is available on request from the FOI Office (foi@bartshealth.nhs.uk) or from the Finance Directorate, 2nd floor, 9 Prescott Street, Aldgate, London E1 8PR (Whilst these would normally be provided free of charge, a fee may be levied for multiple copies)

6.4 Any Register of Interests kept by the Trust

Extracts from the Declaration of Interests of Trust Board Members and directors can be accessed via FOI Office or on application to the Board Secretary (As set out in paragraph 2.1 above)

6.5 Register of Gifts and Hospitality provided to Board members and senior personnel

The Trust holds a register of Board members interests and information on gifts and hospitality provided to Board members and senior personnel
Queries should be directed to the FOI Office in the first instance (foi@bartshealth.nhs.uk) or to the Board Secretary

A full list of Members Interests will be published in the Trust's 2012-13 Annual Report and Accounts

SECTION 7 THE SERVICES WE OFFER

7.1 Clinical Services

Although this section of our website is under development, some information may be accessed via

<http://www.bartshealth.nhs.uk/our-services/>

Alternatively all enquiries may be directed via the Trust's main switchboard on 020 3416 5000

Patients can also access this information via their local GP or via the national NHS Choices website (<http://www.nhs.uk/service-search>)

A list of the services that the Trust is also registered to provide is also included in our registration document with the Care Quality Commission (www.cqc.org.uk)

Patient Information leaflets

Hard copies are available on request from the Patient Advisory and Liaison Service Officers at each of our hospitals and would normally be supplied free of charge. Please note however that we cannot provide all patient information leaflets upon request because some are for specific conditions and would only be given to individual patients after discussion with a healthcare professional. All Trust patient information leaflets have been approved by the Trust's Patient Information Validation Group.

Pharmacy Formularies and NICE guidelines

Our formularies are available on our website at <http://www.bartshealth.nhs.uk/about-us/clinical-quality-and-patient-safety/pharmacy-formularies-and-nice-guidelines/>

Documents demonstrating our compliance with NICE guidelines are also available at the above link.

7.2 Non-Clinical Services

An organisational chart of the Trust's clinical and corporate services may be accessed via the Trust's website (NOTE: This document is currently being revised, and will be uploaded shortly onto our website)

The provision of estates and facilities services at both Newham University Hospital and Barts and The London Hospitals is provided by our PFI Partners. At Whipps Cross University Hospital, Healthcare Initial are contracted to provide cleaning and portering services.

Further information on specific services may be accessed via the following websites, or an application to the FOI office (foi@bartshealth.nhs.uk).

7.3 Services for which the Authority is entitled to recover a fee together with those fees.

Please note that this Publication Scheme only includes readily available information and does not include any information that may be commercially sensitive and therefore exempt from disclosure under the Freedom of Information Act 2000.

- Paying Patients
- Providing copies of health records (as permitted by law)
- Providing hardcopy documents requested under FOI

- Surgical appliances (national tariff)
- NHS prescriptions (National tariff)
- Clinical records for use in litigation

7.4 Patient information leaflets and other booklets and newsletters

Copies of patient information leaflets are available on request from:

patientexperience@bartshealth.nhs.uk

All Trust patient information leaflets have been approved by the Trust's Patient Information Validation Group. There are also monthly publications including "Barts Health" and GP Newsletters. These are available on request to

FOI@bartshealth.nhs.uk

7.5 Patient Advice and Liaison Service (PALS)

All of our hospitals have trained teams of PALS advisers to help members of the public, to give advice, or to assist those who wish to complain about any aspect of the care they have received. Further information can be found on our website at

<http://www.bartshealth.nhs.uk/contact-us/>

<http://www.bartshealth.nhs.uk/your-visit/advice-and-support/patient-feedback/>

From Monday 1 July, there will be a call hub that will deal with all PALS calls. The aim of this is to start providing a more integrated PALS service for Barts Health. In addition, the drop-in service for the public at The Royal London, Whipps Cross and Newham is being replaced by a booked appointment system for patients.

The PALS service is available Monday to Friday, 9.30am-4.30pm.

You can access PALS in the following ways:

Call us on any of these numbers:

Tel: 020 7363 9292

Tel: 020 3594 2040

Tel: 020 8535 6767

Email us:

The London Chest, The Royal London and St Bartholomew's hospitals

Email us: pals@bartsandthelondon.nhs.uk

Newham University Hospital

Email us: pals@newhamhealth.nhs.uk

Whipps Cross University Hospital

Email us: pals@whippsx.nhs.uk

Opening hours for all our hospital sites: 9.30am–4.30pm, Monday to Friday

The Trust is in the process of recruiting volunteers of all ages and backgrounds to join our Patient and Public Forum, and full details may be found on our website

<http://www.bartshealth.nhs.uk/get-involved/patient-and-public-forum/>

7.6 Corporate communications and media releases

Please note that during our first year of operation, some of the key corporate communications will only be available after the end of the financial year. A list of key publications that are currently available may be accessed on application to our Press & Communications Team via the link below.

Information	Format	Charge
Press releases	Online http://www.bartshealth.nhs.uk/media/press-releases/	Free (online)
Media service and enquiries [Press & Communications Team]	Online http://www.bartshealth.nhs.uk/media/	Free (online)

Closing Information

As set out in section 2.1 above, electronic copies or hardcopies of all documentation may be requested via the Trust's Freedom of Information office at

Email: FOI@bartshealth.nhs.uk

Freedom of Information,
c/o Archives & Records Office,

Lower Ground Floor,
9 Prescott Street,
Aldgate,
London
E1 8PR

Charges for Information

Although the majority of information will be supplied without charge, there are instances when a fee will be levied. There are circumstances where we reserve a statutory right to impose charges (as set out in section 7.2 above) If information is sought via the FOI Office, and for which a fee is payable, we will advise in advance and before the dispatch of documentation.

Copyright Information

Information that we have made available within this publication scheme will be subject to copyright protection. You may ask if you can re-use the information, perhaps for commercial purposes. Without the necessary permission, you can breach our copyright.

To enquire about re-using Trust information, please write to us at the above address or email foi@bartshealth.nhs.uk.

Useful Resources

Websites

- Information Commissioner's Office - www.ico.org.uk
- Department for Constitutional Affairs - www.dca.gov.uk

Websites of Barts Health Legacy organisations: The legacy websites of the former Barts and the London NHS Trust, Whipps Cross University Hospital NHS Trust and Newham University Hospital NHS Trust were captured by the British Library UK Web Archive at the end of May 2012

The former Barts and The London NHS Trust's website may be accessed via:
<http://www.webarchive.org.uk/wayback/archive/20121003093729/http://www.bartsandthelondon.nhs.uk>

The former Whipps Cross University Hospital NHS Trust's website may be accessed via:
<http://www.webarchive.org.uk/wayback/archive/20120503094909/http://www.whippsx.nhs.uk>

The former Newham University Hospital NHS Trust's website may be accessed via
<http://www.webarchive.org.uk/wayback/archive/20120508102039/http://www.newhamuniversityhospital.nhs.uk/main.cfm>

Publications

- Freedom of Information Act 2000 -
<http://www.legislation.gov.uk/ukpga/2000/36/contents>
- Data Protection Act 1998 -
<http://www.legislation.gov.uk/ukpga/1998/29/contents>
- Health & Social Care Act 2001 -
<http://www.legislation.gov.uk/ukpga/2001/15/contents>
- Department of Health - HSC 1999/053 'For the Record' -
http://webarchive.nationalarchives.gov.uk/+/www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/Healthservicecirculars/DH_4003513